



Eastham Zoning Board of Appeals

Applications to the Zoning Board of Appeals must include the following:

- ☐ A copy of the Building Permit **denial letter** from the Building Inspector indicating that zoning relief is required.
- ☐ **\$125 filing fee** and **\$12 for certified abutters list**, checks payable to *Town of Eastham*
- ☐ **10 copies** of completed application form
- ☐ **10 copies** of a ****certified plot plan**, stamped by a Registered Land Surveyor or Engineer, including the following information:
 - ☐ property line dimensions and lot area
 - ☐ dimensions of existing and proposed buildings
 - ☐ all property line setbacks to all existing or proposed structures
 - ☐ location and capacity of septic disposal system and well
 - ☐ edge of wetland and wetland buffer, if applicable
- ☐ **10 copies** of building floor plans and elevations, both existing and proposed. *These need not be full size sets of drawings.* You may reduce the drawings and submit xerox copies rather than full size plans.
- ☐ **10 copies** of a schedule of construction procedures including any proposed removal or demolition of major structural parts (required for all renovations, alterations or additions to a structure)
- ☐ Copies of Board of Health and Conservation Commission approvals. *Please note that the ZBA will not take final action on an application with approvals pending from another regulatory board.* It is the applicants responsibility to provide proof to the ZBA of approvals from the other boards.

Applications for commercial construction also require the following:

- ☐ **10 copies** of a certified plot plan, stamped by a Registered Land Surveyor or Engineer, including the following information:
 - ☐ existing and proposed ground elevations and finish grade
 - ☐ landscape plan with contours
 - ☐ parking layout showing all dimensions and calculations
 - ☐ proposed drainage plan with runoff calculations and design capacity of catch basins

All information must be submitted at the time of filing. Incomplete applications may be delayed in processing, or may be denied by the Zoning Board of Appeals. Applicable fees must be submitted with the application.

****** The Chairman of the Zoning Board of Appeals may waive the requirement for a certified plot plan if the application if they believe a professionally certified plan is not necessary for the Board to make a finding.